DEPARTMENT OF THE AIR FORCE
Air Force Petroleum Office
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Air Force Fuels Policy Directive 5-002

21 March 2005

Fuels Automation

AUTOMATIC IDENTIFICATION TECHNOLOGY
IMPLEMENTATION

1. PURPOSE. Direct immediate implementation of fuels Automatic Identification Technology (AIT) hardware and software associated with Automatic Tank Gauging (ATG), Automated Fuels Service Station (AFSS), and Automated Data Collection (ADC) systems.

2. AUTHORITY. Ts AFFPD is approved by HQ USAF/ILGM and remains in force until amended, replaced, or rescinded. Employment of fuels AIT complies with requirements directed by Executive Order titled Government Paperwork Elimination Act (GPEA) Public Law 105-277 XVII, Sections 1703 and 1705, dated 21 Oct 1998.

3. BACKGROUND. The fuels automation initiative originated in Program Management Directive 9278, *Petroleum Resource Automated Management.* The fuels AIT program was originally begun in 1992 to electronically capture both fuel inventories and transaction data, and thereby achieve productivity and management control improvements. Substantial development time, financial resources, and personnel training were invested in design and fielding fuels AIT. Additionally, 113 fuels manpower positions were eliminated to offset the significant program costs. Mandatory use of fuels AIT is therefore necessary to maximize return on investment (ROI) and to enhance operational safety, accounting accuracy, and timeliness while enabling centralized command and control.

4. PROCEDURES.

   4.1. Responsible Officers (RO) will ensure that all AIT equipment properly functions and provides accurate data to the Resource Control Center (RCC).

      4.1.1. Hardware and software problems shall be reported to the Defense Energy Support Center (DESC) Help Desk. Trouble tickets are submitted via telephone, email, or directly using the Help Desk website. The Help Desk contact information is accessed at http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCHelpDesk.

   4.2. The Automated Fuel Service Station (AFSS) equipment, including mobile AFSS equipped on C300/C301s, is the "point-of-sale" electronic source data capture method for ground fuel transactions.

      4.2.1. Customers that request a new Vehicle Identification Link (VIL) require a Memorandum for Record (MFR) from their respective Vehicle Control Officer (VCO)/Vehicle Control Noncommissioned Officer (VCNCO). MFRs will contain sufficient information to accurately bill a customer. Records associated with coding VIL keys will be retained for one year or when no longer needed.

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4.2.2. VIL key encoding instructions are published in DESC interim policy and procedural guidance under DESC-DC-P-5, *VIL Key Encoding, Accountability, and Control.* The policy is accessible at the DESC Policy website located at https://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCSFASInterimPolicy.

4.3. Automated Data Collection (ADC) is used as the "point-of-sale" electronic source data capture method to determine fuel quantity and accountability of fuel transactions. Authorized sources for acquiring customer billing information are the Aviation Into-Plane Reimbursement (AIR) Card or the DD Form 1896, *DoD Jet Fuel Identaplate.* Instructions for documenting aviation fuel transactions are contained in DESC-DC-I-21, *Sales and Credits of DESC Owned Aviation Fuel.* DESC policy and procedural guidance is available at https://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCSFASInterimPolicy.

4.3.1. Home station sales and credits are initiated using the AIR Card or, if unavailable, by manual entry of the aircraft tail number into the ADC user interface terminal. Non-fly transactions are manually entered into the ADC user interface terminal and additional accounting information is provided to the Resource Control Center (i.e. building number, organizational code, etc.).

4.3.2.   DoD transient customers shall present an AIR Card or DD Form 1896 to initiate a fuel transaction. The fuels operator swipes the Air Card or inputs the aircraft tail number into the ADC user interface terminal and provides the Resource Control Center with supporting account information (BUNO number for U.S. Navy, etc.). Sale and credit receipts are printed and provided to the customer using the ADC print function. Receipts are kept on file in accordance with the retention policy outlined in DESC-DC-I-22, *Retention and Backup of FCC/Base-Level Fuel Data.*

4.3.3. Non-DoD customer fuel transactions, including cash sales, are either manually captured in ADC or by use of the card swipe feature. Additionally, transactions shall be documented on the DD Form 1898, *Fuels Sales Slip,* which is used to reconcile the Non-DoD Aviation Fuel Transaction Report. A printed ADC receipt is provided to customers upon request, and a copy of the sales slip is retained for audit purposes. Instructions for handling cash sale transactions are contained in DESC-DC-I-7, *Cash Sales Procedures.*

4.4. Automatic Tank Gauging (ATG) is the principal method for collecting inventory data for installed fuel tanks as prescribed by T.O. 37-1-1, *General Operation and Inspection of Installed Fuel Storage and Dispensing Systems*, para 2-12. ATG will be used for inventory control and accounting purposes. The use of ATG for custody transfer requires a mutual agreement between the buyer and seller and may be subject to federal state and local regulations[1]. The FuelsManager® software application is integrated into fuels operational activities to provide situational awareness of all fuel movements (receipts/issues/transfers) as well as end-of-day closeout data. The Fuels Resource Control Center is the focal point for all

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[1] Manual for Petroleum Measurement Standards Chapter 3, Section 1B, *Standard Practice for Level Measurement of Liquid Hydrocarbons in Stationary Tanks by Automatic Tank Gauging,* para. 3.1B.3.5.

fuel movement and assigned personnel shall be task certified on the use of FuelsManager®
software.

4.5.   Manual forms are no longer required for day-to-day accounting operations and are
replaced with automated equivalents inherent in fuels AIT. If manual forms are required to
support environmental compliance, Responsible Officers shall coordinate with the local
environmental office. The forms and their replacement are identified in the table below.

Form	Description	Replacement
AF Form 834	Fuel transfer document	Automatic Tank Gauge (ATG) Movement Tracker, Fuels Control Center movement log, or Controller's Log
AF Form 1231	Fuel receipts	Movement Tracker, Controllers Log, and DD Form 250/250-1
AF Form 1232	Bulk fuel issue/defuel summary	FCC Log sheet, locally developed fuels consolidation sheet
AF Form 1233	Bulk storage summary	FCC Log sheet (Fillstands/RTBs) and movement tracker for fuel transfers
AF Form 1235	Physical inventory	ATG report(s)
AF Form 1236	Daily service station summary	FCC Gas Log (issues/receipts/transfers), ATG
AF Forms 1994/1195	Issue / Defuel Sales Slips	ADC, ADC printed receipt, and DD Form 1898 when required.

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